



## VARIANCE APPLICATION PROCEDURES

1. Schedule preliminary meeting with the Planning Department to review plans.
2. Complete the Variance Application (see pages 2-4).
3. **Project Narrative:** Include a narrative statement demonstrating that the requested variance conforms to the following standards:
  - a. That special conditions and circumstances exist which are peculiar to the land, structures or buildings in the same district.
  - b. That a literal interpretation of the applicable sections of the Sandpoint Code would deprive the applicant of rights commonly enjoyed by other properties in the same district under the terms of said Sandpoint Code.
  - c. That special considerations, conditions, and circumstances do not result from actions or desires of the applicant and that granting the variance requested will not confer on the applicant any special privileges that are denied by the Sandpoint Code to other land, structures or buildings in the same district.
4. Provide the following along with the completed application:
  - a. **Site Plan:** Provide one (1) hard copy and one (1) digital copy of a scaled site plan (minimum scale is 1" = 100'), which shows the property under consideration, location of all improvements and proposed or existing structures on said property.
  - b. **Copy of Title Report:** Provide a copy of the title report for the site of the proposed project.
  - c. **Notification Labels:** The names and addresses of all adjoining property owners within three hundred feet (300') of the subject property, listed on a separate sheet of labels.
  - d. **Vicinity Map:** A vicinity map at the scale of 1" = 100', showing the property owners and existing land use within three hundred feet (300') of the proposed site.
  - e. **Map & Pictures:** The applicant must provide one (1) 8 ½ by 11 size map of the area in which the variance is requested along with at least two (2) digital or hard copy pictures taken from a least two different angles/views of the site pertaining to the requested variance.
  - f. **Application Fee:** Please call the Planning Department at 208-263-3370 or consult the forms and fees webpage at [www.sandpointidaho.gov/planningfees](http://www.sandpointidaho.gov/planningfees).

The Planning Director may request additional information in specific circumstances in order to assist the Planning and Zoning Commission in reviewing this request.

The Planning Director reserves the right to **not** officially accept this application until all of the above required information is submitted. The date of the Planning Commission review will be established by the Planning Department upon the acceptance of a complete application.



**VARIANCE APPLICATION**

File #: \_\_\_\_\_

**Applicant Information:**

Applicant's Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: (H) \_\_\_\_\_ (W) \_\_\_\_\_  
E-mail: \_\_\_\_\_

Holder of Legal Title: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: (H) \_\_\_\_\_ (W) \_\_\_\_\_  
E-mail: \_\_\_\_\_

**Representative Information:**

Business Name: \_\_\_\_\_  
Surveyor: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: (H) \_\_\_\_\_ (W) \_\_\_\_\_  
E-mail: \_\_\_\_\_

**Project Information:**

Request for Variance From:

- Lot Size Requirement
- Parking Space Requirement
- Setback Requirement:
  - Front Yard from \_\_\_\_\_ ft. to \_\_\_\_\_ ft.
  - Rear Yard from \_\_\_\_\_ ft. to \_\_\_\_\_ ft.
  - Side Yard from \_\_\_\_\_ ft. to \_\_\_\_\_ ft.
- Lot Coverage Requirement
- Building Height Restriction
- Other (please specify) \_\_\_\_\_

Legal Description of Site: Lot(s) \_\_\_\_\_ Block # \_\_\_\_\_ Addition \_\_\_\_\_  
(or) Section \_\_\_\_\_ Township \_\_\_\_\_ Range \_\_\_\_\_

Total Size of Parcel: \_\_\_\_\_

Current Zoning:

- Residential Single-family (RS)
- Residential Multi-family (RM)
- Rural Residential (RR1)
- Rural Residential (RR2)
- Mixed-use Residential (MUR)
- Commercial A
- Commercial B
- Commercial C
- Industrial General (IG)
- Industrial Business Park (IBP)
- Industrial Technology Park (ITP)

Current Comprehensive Plan Designation:

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> Very Rural       | <input type="checkbox"/> Context Area 2  | <input type="checkbox"/> Context Area 4 |
| <input type="checkbox"/> Context Area 1   | <input type="checkbox"/> Context Area 3  | <input type="checkbox"/> Context Area 5 |
| <input type="checkbox"/> Context Area 1.5 | <input type="checkbox"/> Context Area 3B | <input type="checkbox"/> Industrial     |

What land uses border the site? Describe lot sizes, structures and uses:

North: \_\_\_\_\_

South: \_\_\_\_\_

East: \_\_\_\_\_

West: \_\_\_\_\_

What Zones border the project site?

North \_\_\_\_\_ South \_\_\_\_\_ East \_\_\_\_\_ West \_\_\_\_\_

Existing Structure(s) (Size & Use): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Proposed Structure(s) (Size & Use): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Brief description of proposal: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Site Information:**

Provide detailed descriptions on the following:

1. Topography (lay of land), including estimated maximum slope, rock outcroppings, benches, etc.: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

2. Water courses (springs, streams, rivers, etc.): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

3. Existing structures (size & use): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

4. Land cover (timber, pasture, etc.): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. Other pertinent information: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*The Planning Director may request additional information in specific circumstances in order to assist the Planning Commission in reviewing this request.*

I am the owner or owner’s representative of the property described in this application. I further attest that all information submitted with this application is true and accurate to the best of my knowledge.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date